

# **Chevy Chase Village Board of Managers' Meeting**

**November 10, 2014**

***Note:** These minutes reflect the Board's actions only, and do not include remarks made by members of the Board of Managers, Legal Counsel, Village Staff or others in attendance.*

## **BOARD OF MANAGERS**

Michael L. Denger, Chair	Present
Patricia S. Baptiste, Vice Chair	Present
Richard M. Ruda, Secretary	Present
David L. Winstead, Assistant Secretary	Present
Gary Crockett, Treasurer	Present
Robert C. Goodwin, Jr., Assistant Treasurer	Present
Elissa A. Leonard, Board Member	Absent

## **STAFF**

Shana R. Davis-Cook, Village Manager	Present
John Fitzgerald, Chief of Police	Present
Michael Younes, Director of Municipal Operations	Present
Demetri Protos, Finance Director	Present
Ellen Sands, Permitting and Code Enforcement Coordinator	Present
Melissa Wiak, Community Liaison/Administrative Assistant	Present

## **COUNSEL**

Suellen M. Ferguson, Village Counsel	Present
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Mr. Michael Denger, Chair of the Chevy Chase Village Board of Managers, called the meeting to order at 7:30 p.m. Ms. Leonard was absent.

## **Approval of Minutes from the Board's Regular Meeting held on October 13, 2014**

Minutes of the Board's regular meeting held on October 13, 2014 were circulated to the Board prior to the meeting.

*Ms. Baptiste moved to approve the minutes of the Board of Managers' regular monthly meeting held on October 13, 2014, as drafted.* Mr. Goodwin seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Winstead, and Mr. Goodwin, voted in favor of the motion. Mr. Ruda had not yet arrived. Mr. Winstead was absent from the Board's October 13 meeting and did not participate in the vote. The motion passed.

Mr. Ruda arrived at 7:47 p.m.

**Variance Requests:****A-6644 (a) & (b) (Variance Request) Mr. Perry W. Linder & Judith A. Linder  
18 Hesketh Street:**

- a) Construct an expanded stoop with six (6) treads which would encroach a maximum of twenty and two-tenths (20.2) feet forward of the twenty-five (25) foot front (Hesketh Street) building restriction line; and
- b) Construct a portico which would encroach a maximum of fourteen and three-tenths (14.3) feet forward of the front (Hesketh Street) building restriction line.

*Mr. Crockett moved to approve the variance request in Case A-6644(a) on the basis that the evidence presented, including the Staff Report, demonstrates that the applicable requirements for approval of the variance have been met. Staff is directed to draft a decision based on this evidence, including findings of fact and conclusions approving the variance request. Mr. Goodwin seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Winstead, Mr. Crockett, and Mr. Goodwin voted in favor of the motion. The motion passed.*

*Mr. Goodwin moved to approve the variance request in Case A-6644 (b) on the basis that the evidence presented, including the Staff Report, demonstrates that the applicable requirements for approval of the variance have been met. Staff is directed to draft a decision based on this evidence, including findings of fact and conclusions approving the variance request. Mr. Crockett seconded the motion. Mr. Denger, Mr. Winstead, Mr. Crockett and Mr. Goodwin voted in favor of the motion. Ms. Baptiste voted against the motion. Mr. Ruda abstained from voting. The motion passed.*

**A-6634 (Variance Request) Ms. Elizabeth King & Mr. Stephen Jung, 5419 Center Street**  
Replace an external air conditioner located in the front (northwest) yard of the property.

*Mr. Crockett moved to approve the variance request in Case A-6634 on the basis that the evidence presented, including the Staff Report, demonstrates that the applicable requirements for approval of the variance have been met. Staff is directed to draft a decision based on this evidence, including findings of fact and conclusions approving the variance request. Mr. Ruda seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Winstead, Mr. Crockett, and Mr. Goodwin voted in favor of the motion. The motion passed.*

**Treasurer's Report**

The Treasurer's Report was distributed prior to the meeting. Mr. Crockett briefed the Board on the new format for the monthly report. Discussion followed. No action was taken by the Board.

**Police Report**

The Police Report was distributed prior to the meeting. No action was taken by the Board.

**Committee Matters****Board Appointment to the Public Safety Committee**

- Mr. Peter Kilborn (Oliver Street) as a member.

*Ms. Baptiste moved to appoint Mr. Peter Kilborn (Oliver Street) as a member of the Public Safety Committee. Mr. Ruda seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Winstead, Mr. Crockett, and Mr. Goodwin voted in favor of the motion. The motion passed.*

### **Board Discussion and Possible Action; Appointments:**

- Expand the scope of the Welcoming Committee and re-name as the “Community Relations Committee”.
- Appointment of Karen Spangler (Grove Street) as Co-Chair of the Community Relations Committee.

*Mr. Crockett moved to approve expanding the scope of the Welcoming Committee and re-naming it as the “Community Relations Committee, and to appoint Karen Spangler (Grove Street) as Co-Chair of the Community Relations Committee along with Ms. Minh Le (Oliver Street; appointed as Chair in October).*

Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Winstead, Mr. Crockett, and Mr. Goodwin voted in favor of the motion. The motion passed.

### **Old Business & Status Reports**

#### **Public Hearing & Possible Board Action**

- Streetlight Conversion from high pressure sodium to light emitting diode (LED)

Mr. Younes provided an update on the status of the Village’s LED Pilot Program.

The Board agreed that the Village was not ready to implement full LED replacement of the Village’s streetlights. The Board concurred with the Staff’s recommendations to:

- Maintain the current LED streetlights where installed and to continue evaluating their reliability and impact on the neighborhood.
- Continue to actively solicit feedback from residents regarding remaining locations in the Village that appear to be “dark spots” that staff can evaluate for the placement of new streetlights either on existing or new utility poles.
- Continued routine tree pruning around streetlights to ensure that streetlights do not become obscured by tree growth.
- Proactive monitoring to identify remaining “dark spots” locations to determine where new streetlights could be installed to improve overall lighting.
- Recommendations on additional streetlights would be presented for approval by the Board on a case-by-case basis.

### **New Business**

**Resolution No. 11-01-14:** An Ordinance to amend Chapter 3, “Personnel Code”, Sec. 3-4, “Personnel Commission” to amend the duties of the Commission.

*Mr. Ruda moved to approve Resolution No. 11-01-14, as drafted. Mr. Goodwin seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Winstead, Mr. Crockett, and Mr. Goodwin voted in favor of the motion. The motion passed.*

**Resolution No. 11-02-14:** An Ordinance to amend Chapter 7, “Village Building Facilities”, Sec. 7-4, “Building Facilities Commission” to reduce the number of permanent members to three, provide for two alternate members and set residency requirements.

*Mr. Crockett moved to approve Resolution 11-02-14, as drafted. Mr. Goodwin seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Winstead, Mr. Crockett, and Mr. Goodwin voted in favor of the motion. The motion passed.*

**Resolution No. 11-03-14:** An Ordinance to amend Chapter 8, “Buildings and Building Regulations”, Sec. 8-21, “Installation and Maintenance of fences, walls, trees, hedges, shrubbery, lamp posts, hand rails and arbors” to clarify that replacement fences must comply with setbacks in certain circumstances.

*Mr. Crockett moved to approve Resolution 11-03-14, as drafted. Ms. Baptiste seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Winstead, Mr. Crockett, and Mr. Goodwin voted in favor of the motion. The motion passed.*

#### **Contract Authorization Request:**

- Holiday Party Caterer: Mindy’s Catering, Inc.

*Mr. Crockett moved to authorize the Village Manager to enter into a contract with Mindy’s Catering, Inc. for a buffet-style dinner in the amount of \$10,476.25 for the Chevy Chase Village Annual Holiday Party to be held on December 17, 2014. Mr. Ruda seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Winstead, Mr. Crockett, and Mr. Goodwin voted in favor of the motion. The motion passed.*

#### **Contract Extension Request:**

- Photo Speed Enforcement Vendor (*SafeSpeed* Program): Xerox State and Local Solutions, Inc.

*Mr. Crockett moved to authorize the Village Manager to amend the contract with Xerox State and Local Solutions, Inc. as outlined in the Staff’s report and to extend the contract term for an additional three (3) years. Mr. Ruda seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Winstead, Mr. Crockett, and Mr. Goodwin voted in favor of the motion. The motion passed.*

#### **Manager’s Report**

The Manager’s Report was circulated prior to the meeting.

*Mr. Winstead moved to approve the purchase of Giant Food gift cards at a face value of \$100 per card as a holiday season gift from the Board of Managers to the Village's twenty-seven permanent employees and two temporary leaf collection laborers. Mr. Ruda seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Winstead, Mr. Crockett, and Mr. Goodwin voted in favor of the motion. The motion passed.*

### **Adjournment**

*Mr. Crockett moved to adjourn the meeting. Mr. Ruda seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Winstead, Mr. Crockett, and Mr. Goodwin voted in favor of the motion. The motion passed. The meeting adjourned at 9:13 p.m.*

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Secretary, Chevy Chase Village Board of Managers

*Final.*